



Health Services
LOS ANGELES COUNTY

June 4, 2007

**Los Angeles County
Board of Supervisors**

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Second District

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Third District

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Fourth District

Michael D. Antonovich
Fifth District

Bruce A. Chernof, MD
Director and Chief Medical Officer

John R. Cochran III
Chief Deputy Director

Robert G. Splawn, MD
Senior Medical Director

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TO: Health Deputies

FROM: Bruce A. Chernof, M.D.
Director and Chief Medical Officer

SUBJECT: **SOLE SOURCE PURCHASE ORDER WITH PARTNERS
IN CARE FOUNDATION**

This is to advise you of our intention to request the Internal Services Department to issue a sole source purchase order in the amount of \$27,680 with Partners in Care Foundation (Partners) for services provided by First Missionary Baptist Church Black Infant Health Program (FMBC-BIH), to perform outreach activities for the Title X Family Planning contract in the Antelope Valley. The Antelope Valley Cluster Title X Family Planning Program Office and the First Missionary Baptist Church have entered into an agreement to help curtail the increasing numbers of African American women who are entering pregnancy in poor health by conducting family planning sessions on reproductive health issues.

The agreement will fund an outreach coordinator who will conduct intensive outreach and educational sessions to individuals throughout the Antelope Valley on the topics of reproductive health, fertility control, and reduction of risks for sexually transmitted infections. Information is also provided on access to care, health insurance and reproductive choices. The First Missionary Baptist Church Outreach Coordinator and the Antelope Valley Health Center prenatal staff work together to reach increased numbers of African American women who may be at risk. The attached document provides further information regarding this request.

A similar sole source agreement was done last year by Public Health's Maternal, Child, and Adolescent Health Programs with Public Health Foundation Enterprises. Because of the recent split between Public Health and the Department of Health Services, this program has now been transitioned to High Desert Health System.

If you have any questions or need additional information, please let me know.

BAC:fl

Attachment

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Director, Internal Services Department



HIGH DESERT

Los Angeles County
Board of Supervisors

Gloria Molina
First District

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Beryl R. Brooks
Chief Executive Officer

Ruth E. Oren, MD
Chief Medical Officer

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Health Services
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April 4, 2007

TO: John R. Cochran, III
Chief Deputy Director, Department of Health Services

FROM: Beryl R. Brooks 
Chief Executive Officer

SUBJECT: **SOLE SOURCE JUSTIFICATION-REQUEST FOR SOLE
SOURCE AGREEMENT WITH PARTNERS IN CARE
FOUNDATION**

This is to request your concurrence and approval for High Desert Health System to enter into a sole source agreement in the amount of \$27,680 with Partners In Care Foundation (Partners) for services provided by First Missionary Baptist Church Black Infant Health Program (FMBC-BIH), to perform outreach activities for the Title X Family Planning contract in the Antelope Valley in collaboration with the Antelope Valley Health Center (AVHC). The agreement will fund an outreach coordinator who will conduct educational sessions to individuals on the topics of reproductive health, fertility control, and reduction of risks for sexually transmitted infections. Information will also be provided on access to care, health insurance and reproductive choices. Referrals will be made to AVHC for family planning visits.

One of the eligibility requirements in the original application for funding from the California Family Health Council (CFHC) for Title X funds is collaboration with local community-based organizations (CBOs). FMBC-BIH has been collaborating with the AVHC since April of 2005.

The term of this agreement will commence on May 1, 2007 and will remain in effect through December 31, 2007. The agreement will be funded through California Family Health Council (CFHC), Title X funds.

Background

CFHC receives Title X funds from the U.S. Department of Health and Human Services (DHHS) to support family planning programs in the State of California. Los Angeles County has received Title X funds to support family planning activities since 1997. In addition to supporting the direct provision of family planning services to clients, agencies that are awarded Title X funds are required to dedicate at least 30% of the funds towards partnering with community-based agencies to outreach and inform a target population of family planning services. Title X funds should be used to improve continuity of care, and outreach to the "hard to reach populations," or those populations at greatest risk of unintended pregnancy, HIV, and other sexually transmitted diseases.

AVHC is one of five LAC-DHS Title X Family Planning Programs. AVHC currently collaborates with FMBC-BIH to perform culturally competent outreach services in the African American community.

The issue of overcoming broad health disparities among racial and ethnic groups in the United States has become a primary focus of health improvement efforts at the federal government level, as well as within the private health advocacy community. African Americans have had the highest infant death rate in Los Angeles County (LAC). In 2002, the African American infant death rate was 13.1 per 1,000 live births, which was more than two times higher than the rate for whites in LAC (5.2 deaths per 1,000 live births). This trend is particularly true in the Antelope Valley. The infant death rate for African Americans in the Antelope Valley increased from 11.0 (7 cases) in 1999 to 32.7 (27 cases) in 2002, while other races only had slight increases. In fact, the observed increase in infant death rate in the Antelope Valley is entirely attributed to the increase in infant deaths among African Americans.

On April 3, 2004, the Board approved a motion by Supervisor Antonovich instructing the Director of Health Services to convene a working group of Public Health staff and community agencies to address the alarming rate of infant mortality among African Americans in the Antelope Valley. On July 6, 2004, the Board accepted the 2004 report, Infant Mortality Among African Americans in the Antelope Valley, and directed Public Health to implement the five recommendations in the report. One of the underlying causes of infant mortality identified in the report was the lack of access to health resources for African Americans and the high number of unintended pregnancies. In order to implement the recommendations, OAC FPPA Programs negotiated an arrangement between the AVHC and FMBC-BIH to conduct outreach activities and increase the number of African Americans utilizing the AVHC family planning clinic. Since April 2005, FMBC-BIH conducted 200 outreach encounters with substance using and homeless clients, and referred 50 African American clients for family planning services at AVHC, demonstrating their ability to conduct outreach to the highest risk populations and their commitment to connect these clients to services.

Community-based strategies which focus on comprehensive case management and access to services have proven immensely effective in increasing utilization of services, preventing unwanted pregnancies, improving satisfaction with prenatal care, and improving birth outcomes.

Partners became the fiscal intermediary for the FMBC-BIH outreach program effective January 2007. FMBC-BIH has conducted community-based perinatal outreach education and public awareness campaigns, followed by the provision of services and care coordination to African American women in the Antelope Valley since January 2002.

Services to be Provided (Scope of Work)

See Attachment I – Scope of Work

Funding

Funding for FY 2006-07 will be covered within Antelope Valley Health Center's existing budget and 100% offset with grant revenue. Funding and 100% offsetting revenue will be requested in the Department's FY 2007-08 Final Changes Budget Request. The OAC FPPA Title X grant from CFHC for calendar year 2007 is detailed on Attachment II.

Performance Indicators

Partners (FMBC-BIH) will be evaluated against the following deliverables:

The program must:

- Obtain systematic client feedback and act upon the results, as appropriate.

- Have policies and procedures in place to ensure effective and efficient management and governance.
- Document procedures for the identification and referral of patients with domestic violence, substance abuse, smoking and genetic conditions.
- *Adopt policies and procedures to support pregnant, homeless, HIV and substance abuse clients.*
- Participate in continuous training to enhance their knowledge and outreach skills.
- Maintain a report on all outreach activities by documenting the date, organization, educational topic, and number of attendees.
- Collect data and produce a monthly report to the AVHC program manager.

Justification

We are requesting a sole source agreement with FMBC-BIH because of their knowledge of the African American community and their particular expertise in the Antelope Valley, as well as their successful track record in conducting outreach services to this hard-to-reach population. FMBC is the largest African American church in the Antelope Valley and one of the oldest. FMBC is the founder and lead partner of the Antelope Valley Faith Based Coalition (AVFBC) of six African American churches, three of which represent the largest African American churches in the Antelope Valley, consisting of over 7,000 church members. The AVFBC has agreed to adopt policy and procedures to support pregnant, homeless, HIV positive, and substance abuse members. One strategy to support these groups is to increase the knowledge and accessibility of family planning services. FMBC-BIH will be supported by the work of the AVFBC, which will develop a marketing campaign within the churches to promote and implement educational classes on public health issues such as HIV prevention, healthy births and family planning.

FMBC-BIH is the only agency in the Antelope Valley that is dedicated to the needs and problems of pregnant, homeless, HIV positive, and substance abusing African Americans. The FMBC-BIH family planning community workers have received extensive training that enhances their ability to conduct outreach activities to this hard-to-reach population. In addition, the FMBC-BIH has received funding from First 5 LA to participate in the Healthy Births Initiative and provide case management services to high-risk pregnant mothers in the Antelope Valley. The First 5 LA funding will serve as in-kind services to support the family planning outreach activities by covering the cost of office space and administrative support for the family planning community outreach worker. This will allow the small amount of Title X funds designated for outreach work to be used exclusively for direct services, producing a more cost competitive program.


In summary, I believe that this sole source agreement is the most cost effective and efficient way to provide these outreach services in the Antelope Valley.

If you have any questions or require additional information, please let me know.

BB:CS:sm

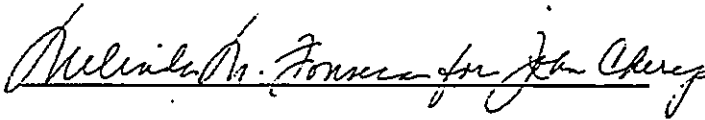
c: Tim Moore
Candy Smith
Cara O'Neill

NOTED AND APPROVED:


Gretchen McGinley
Interim Chief Executive Officer, Valley Care and Olive View-UCLA

4/5/07

Date


Human Resources, Department of Health Services

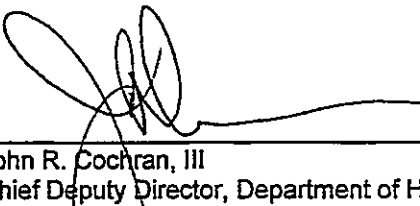
April 11, 2007

Date


Alan Wecker
Acting Chief Financial Officer, Department of Health Services

4/15/07

Date


John R. Cochran, III
Chief Deputy Director, Department of Health Services

4-23-07

Date

ATTACHMENT I

BLACK INFANT HEALTH PROGRAM

SCOPE OF WORK

CALENDAR YEAR 2007

TITLE X FAMILY PLANNING PROGRAMS – "SPECIAL POPULATIONS WITH PARTNERING PLAN"
SCOPE OF WORK

May 1 - December 31, 2007

Goal: To conduct outreach, education, and referral services to increase the utilization of Family Planning Services at the Antelope Valley Health Center by low-income African American women and men from the following target populations: substance using/abusing individuals, the homeless, males and adolescents.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
1.1 Contractor will support the Antelope Valley Health Center Family Planning Clinic (AVH FPC) by providing educational, outreach, and referral services to under-served, low-income African American women and men in the Antelope Valley, from the following target populations: substance using/abusing individuals, the homeless, males, and adolescents (target populations).	1.1a Update and obtain approval of contractor Memorandum of Understanding (MOU) for the community-based outreach program.	By 5/31/07	1.1a Approved and signed MOU will be kept on file and a copy submitted to DHS.
2.1 By May 30, 2007, the Contractor will initiate a community-based outreach program to increase utilization of AVHC FPC services the target populations.	<p>2.1a Maintain culturally competent staff to conduct Title X Partnering Project outreach services.</p> <p>The staff required to perform the CHFC Title X Partnering Project outreach services:</p> <p><u>Community Health Outreach Worker(s)</u> – Conduct community-based outreach both through individual contacts and in-group settings. Participate in outreach program planning, implementation, and evaluation. Refer prospective clients to the FPC.</p> <p>Minimum Requirement – At least one year of experience working with the public or interacting with community groups providing information documentation of training in working with substance using/abusing individuals, and at least 6 months experience in working with substance abuse</p>	5/31/07 to 12/31/07	2.1a. Maintain on file: current job descriptions; recruitment ads/bulletins/flyers; employment applications and supporting documents.

TITLE X FAMILY PLANNING PROGRAMS -- "SPECIAL POPULATIONS WITH PARTNERING PLAN"

SCOPE OF WORK

May 1 - December 31, 2007

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MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
	<p>clients and or homeless individuals. Additional desirable qualifications include a BA in social work or nursing.</p> <p><u>Administrative Assistant</u> - Assist with data collection, filing, submission of monthly reports and other support duties as needed.</p>		
<p>3.1 The contractor will ensure that Project Staff conducting outreach activities are trained in the services provided at the FPC, eligibility process for family planning services at FPC, referral and appointment process for the FPC, outreach methods, and data collection procedures.</p>	<p>3.1a Contractor staff will attend training, provided at the FPC, regarding available services and eligibility, referral and appointment processes.</p> <p>3.1b Contractor will provide training regarding outreach methods and data collection procedures.</p> <p>3.1c Contractor will ensure that contractor staff have been or are trained in working with substance using/abusing women and men. This training may include, but is not necessarily limited to the following:</p> <ul style="list-style-type: none"> - Overview of substance abuse problems and treatment. - Health risks associated with substance abuse, particularly for pregnant mothers. - Recognizing substance abuse. - Referral of substance abusing individuals to community resources and programs. - Effective communication techniques. 	<p>As scheduled.</p> <p>On-going</p> <p>On-going</p>	<p>3.1a Maintain training records in employee files.</p> <p>3.1b Maintain training curriculum and materials in program files and maintain training records in employee files.</p> <p>3.1c Maintain certificate of training and/or Contractor staff's resume documenting existing training in Contractor staff's employee file.</p>
<p>4.1 By December 31, 2007, Contractor will have conducted outreach services in the Antelope Valley to a minimum of 100 prospective client contacts in target populations.</p>	<p>4.1a Review and update, as needed, community outreach protocol to inform African American men and women in the target populations about the importance of family planning and about services available at</p>	<p>6/30/07</p>	<p>4.1a DHS letters of approval and approved materials will be kept on file.</p>

**TITLE X FAMILY PLANNING PROGRAMS – “SPECIAL POPULATIONS WITH PARTNERING PLAN”
SCOPE OF WORK**

May 1 - December 31, 2007

Goal: To conduct outreach, education, and referral services to increase the utilization of Family Planning Services at the Antelope Valley Health Center by low-income African American women and men from the following target populations: substance using/abusing individuals, the homeless, males and adolescents.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
A prospective client contact is defined as speaking face-to-face with someone, or to a group of people, to inform them about the importance of family planning services, services available at the FPC, eligibility criteria for services at FPC, and the processes for accessing those services.	the FPC. At a minimum, the protocol will include: a script to introduce the FPC, descriptive information regarding services, eligibility criteria and referral process, referral and referral tracking forms, follow-up procedures, and policies and procedures relating to the acquisition, development, and approval of project-related outreach information. Materials will be submitted to DHS for approval.		
	4.1b Update the resource list of community agencies and organizations involved in the provision of education, treatment, or services to substance using/abusing men and women.	On-going	4.1b Updated resource list will be maintained on file.
	4.1c Maintain a monthly schedule identifying all scheduled outreach activities..	On-going	4.1c Maintain monthly schedule on file and submit with monthly report to DHS.
	4.1d Conduct community outreach following established protocols and document all outreach contacts. Documentation of outreach contacts should include, at a minimum: the person's last name, first initial or name, residence, zip code, date of contact, site name, and the name of the outreach worker making the contact.	On-going	4.1d Documents will be kept on file and number of contacts will be reported to FPC and in the monthly reports to DHS. Monthly reports will be submitted to DHS by the 15 th day after the end of each reporting month. Copies will be maintained on file.
4.2 By December 31, 2007, Contractor will have referred a minimum of 50 outreach contacts to the FPC for family planning services.	4.2 Refer interested contacts to the FPC for family planning services. For each client referral, outreach worker will complete a referral form and will make follow-up reminder telephone calls to remind clients about scheduled appointments. Referral forms will be forwarded to the FPC.	On-going	4.2a Contractor provides written referral forms to FPC and copies maintained on file. Contractor maintains telephone logs. FPC will include the number of referrals and telephone logs included in monthly report to DHS.

TITLE X FAMILY PLANNING PROGRAMS – "SPECIAL POPULATIONS WITH PARTNERING PLAN"
SCOPE OF WORK

May 1 - December 31, 2007

Goal: To conduct outreach, education, and referral services to increase the utilization of Family Planning Services at the Antelope Valley Health Center by low-income African American women and men from the following target populations: substance using/abusing individuals, the homeless, males and adolescents.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
4.3 By December 31, 2007, contacts referred to the FPC for family planning services will result in a minimum of 25 completed FPC visits.	4.3a Contractor and FPC will meet monthly to reconcile referral forms and FPC flags referrals received from Contractor. The reconciliation process will assess the number of successful referrals that accessed FPC services and those referrals that were not successful due to cancelled or broken appointments.	On-going	4.3a Contractor will maintain referral forms, and meeting notes on file. Number of successful referrals will be reported to DHS via monthly reports.
	4.3b For cancelled or broken appointments, contractor will make a minimum of three additional contacts in an attempt to facilitate a successful FPC visit. All contacts will be documented.	On-going	4.3b Records of follow up activities surrounding broken appointments maintained by Contractor. Information reported to DHS via monthly reports.
5.1 Between May 30 and December 31, 2007, a minimum of two strategic planning and collaborative meetings between Contractor and FPC will be conducted.	5.1a Contractor and FPC will meet at least two times, prior to December 31, 2007 to discuss processes and collaboration strategies between Contractor and FPC staff.	On-going	5.1a Meeting minutes will be prepared by contractor to document meetings.

Revised 4/04/07 T. Moore

ATTACHMENT II

BLACK INFANT HEALTH PROGRAM

BUDGET

CALENDAR YEAR 2007

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES
FAMILY PLANNING PROGRAM TITLE X ALLOCATION SCHEDULE
CALENDAR YEAR JANUARY 1, 2007 THROUGH DECEMBER 31, 2007**

TITLE X FAMILY PLANNING PROGRAMS:		Basic Contraceptive Services (BCS)	Special Populations w/Partnering Plan (SPP)*	TITLE X ALLOCATION TOTALS
County Operated:				
1. San Fernando Valley Cluster (3 sites)	\$	89,415	\$	48,147
2. Antelope Valley Cluster (1 site)		51,406		27,680
3. Coastal Cluster (3 sites)		26,443		14,239
		167,264		90,066
TOTAL				
Subcontractors:				
4. JWCH Institute, Inc. (4 sites)	\$	242,178	\$	130,403
5. LABioMed		87,672		47,208
Subcontractors TOTAL		\$	\$	
		329,850		177,611
6. Family Planning Program Office	\$	68,797	\$	31,557
				100,354
TITLE X ALLOCATION TOTALS		\$	\$	
		562,345		302,801
				\$
				865,146

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* CFHC requires a minimum of 35% of the total Title X allocation be used for the SPP Project. The SPP Project Total Title X allocation of \$302,801 is 35% of the \$865,146 CFHC Title X Allocation